



## American Consulate General, Chennai

October 27, 2009

### ***Vacancy Notice***

American Consulate General, Chennai, is seeking an individual for the position of Information Assistant (Webmaster) in Public Affairs section.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed forms will be considered. (Refer to application procedure below)**

**Only those applicants who are selected for skills test/interview will be contacted.**

**ANNOUNCEMENT NUMBER:** CHE-PSAP-2009-18

**OPEN TO:** All Interested Candidates

**POSITION:** Information Assistant (Webmaster)

**NUMBER OF POSITIONS:** **One** (730007)

**OPENING DATE:** October 27, 2009

**CLOSING DATE:** November 9, 2009

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **EFM/MOH/NOR:** Grade: FP-06\*  
**Ordinarily Resident:** Grade: FSN-08\*

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE CONSIDERED.**

### **BASIC FUNCTION OF POSITION**

Under the supervision of the Information Specialist, the incumbent serves as the assistant editor for electronic media. The incumbent monitors for placement, all U.S. Government electronic media programs including but not limited to: WorldNet, AETN, VOA, USINFO, and other official websites and databases. Assists the press team to

effectively distribute this material within the consulate and among press contacts. Working with other members of the press team develops and maintains media contacts in TV, radio, print, and online news services as customers for USG material. Serves as consulate webmaster. Maintains the consulate website and uploads all new material. Works with the Public Affairs Section and other sections of the consulate to generate and place timely website content. Assists other members of the press team in drafting and disseminating press releases, media reactions, and news clippings. Assists in planning and coordinating press events as needed.

Perform other duties as assigned.

## **QUALIFICATIONS REQUIRED**

- A college degree in communications, journalism or another suitable subject is required.
- Three years minimum of professional media experience is required.
- Level III (good working knowledge) in written and spoken English is required; Level III in at least one South Indian language is essential.
- Must have a general knowledge of South Indian media organizations, media operations including the technical aspects of arranging press conferences. Specialized knowledge of electronic media to include TV, radio and web in order to find and place appropriate USG media products with local media outlets is essential.
- Must be familiar with using the internet to find information and with basic MS Office software products. Must have the technical skills necessary to maintain the website. Must have the knowledge to maintain and operate the electronic A/V equipment used by the press section. Must be able to develop and maintain media contacts.

## **SELECTION PROCESS**

When equally qualified, Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above, in their applications.

## **ADDITIONAL CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days on the job.

## **TO APPLY**

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website [http://chennai.usconsulate.gov/job\\_opportunities.html](http://chennai.usconsulate.gov/job_opportunities.html)
2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

**SUBMIT APPLICATION TO**

American Consulate General  
Attention: Ms. Juliana K. Ballard  
Management Office  
220 Anna Salai  
Chennai 600 006

Or

FAX: 2857 4455/ 2811 2020

Or

E-mail: [chennai-vacancies@state.gov](mailto:chennai-vacancies@state.gov)

(Please insert “**CHE-PSAP-2009-18**” (Vacancy Announcement Number) in the subject line of the e-mail. Applications without the announcement number or with incorrect announcement number will not be considered).

**POINT OF CONTACT**

Vijaya Mahesh  
Telephone: 2857-4000

**DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**All applications for the subject announcement must be received in the Management Office by close of business November 9, 2009.**

An Equal Opportunity Employer

Approved: M: Juliana Ballard  
Cleared: A/PAO: Ragini Gupta  
Drafted: M/HR: Vijaya Mahesh